

<b>Designation:</b>	<b>Planning Officer</b>
<b>Grade:</b>	<b>Stroud 5</b>
<b>Hours:</b>	<b>37</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To evaluate and process planning applications</b>
<b>Responsible to:</b>	<b>Principal Planning Officer</b>
<b>Responsible for:</b>	<b>The supervision of Assistant Planning Officers as required</b>

## KEY DUTIES

- To manage and process a caseload of small-scale planning and other related applications, making recommendations within Government targets. Providing well researched, comprehensive, clear and concise officer reports
- To provide high quality, informative responses to pre-application planning enquiries for small-scale proposals within identified timescales
- To provide professional, quality advice to all customers, negotiating with applicants and agents to achieve high quality outcomes that demonstrates innovation and a willingness to find solutions
- Approach applications in a positive manner, demonstrating a can-do attitude
- To make balanced judgements on all planning matters, applying Local, National Planning Policy and taking a broad range of multi-disciplined material considerations into account
- Demonstrating great attention to detail, taking responsibility for well presented, professional correspondence and documents (including emails, letters, reports and decision notices)
- Dealing with written representation appeals for small-scale proposals and providing support to Senior Officers at hearings and Public Inquiries
- To attend and present applications at Development Control Committee and Sites Inspection Panel
- Proactive engagement and communication with stakeholders to facilitate the determination of planning applications
- Provide guidance, support and technical advice to Assistant Planning Officers and Enforcement Officers, as well as technical and support services
- Any other planning related tasks as required by their line manager

## SKILLS AND KNOWLEDGE

- Eligible to become a member of the RTP1
- Good understanding and appreciation of Local and National Planning Policy, regulations and guidance.
- Excellent written and verbal communication skills
- Excellent IT skills, including use of MS Office software and Document

Management systems

- Ability to manage own time and workload
- Flexibility in approach
- Good team worker
- Ability to research and problem solve
- Committed to providing excellent customer service

## COMPLEXITY AND CREATIVITY

- The level and complexity of planning applications being considered by the post holder will require a good understanding of planning legislation and case law, ability to apply the planning balance and an ability to consider imaginative solutions
- Respond promptly and politely to queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team
- Diplomacy
- The ability to show initiative and implement improvements to administrative practices

## JUDGEMENT AND DECISIONS

- Routine decisions day to day with all formal decisions being referred to line manager or delegated team
- Responsible for making judgements on planning and other related applications and compliance with regulations and planning policy

## CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Members of the Public
- Applicants and Agents
- Town and Parish Councils
- Colleagues across Development Management

## RESOURCES

- No responsibility for financial resources

## TRAVEL DESIGNATION

- HMRC mileage rates apply

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*